

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 9 / 26 / 18

Date of meeting 10 / 3 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Mary Reed

Address: 1233 Michigan Street

Phone number and email address: mvlreed@gmail.com

Authorized by: Amanda Wilson

name of City official



City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Request for Sewer Charge Reduction for 1233 Michigan Street

Summary of what is being requested: Water line leak under the asphalt parking lot caused the sewer charges to be \$1,861.30 over the usage last year for the same months; the water from the leak

did not enter the sewer system. The leak has been repaired and a credit is being requested.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Mary Reed (Customer)

Have they been contacted?
Yes or No

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: September 26, 2018

TO: MAYOR AND CITY COUNCIL

FROM: Amanda Wilson, Public Works Director

SUBJECT: Request for Sewer Charge Reduction for 1233 Michigan Street

DESCRIPTION/BACKGROUND:

The City has received a request for the reduction of the sewer charges at 1233 Michigan Street, a commercial customer, as a result of a leak in the water line serving the building. The current billing system in place at the City goes back to September 2006 and no previous sewer waivers have been applied to this property.

The City sent leak notices to the property immediately following meter reads on July 9, 2018 and August 14, 2018. The water usage records indicate the leak was first present between June 15 and July 15, 2018, which was reflected in the billing for August 2018. The leak was repaired on August 29, 2018. The water usage for the timeframe when the leak was present totaled approximately 236,530 gallons which is approximately 205,440 gallons over normal usage for the same months last year.

The Senior Meter Technician for the City observed the location of the leak at the property and determined that the excess water usage associated with the leaking water line was not sent to the Wastewater Treatment Plant. The customer provided copies of payments made to contractors to repair the leak. The September 11, 2018 meter reading confirms completion of the repair.

Current City code and policies do not authorize staff to approve sewer charge reductions for commercial customers.

STAFF RECOMMENDATION:

The Public Works Department recommends the Council waive the sewer charge that is in excess of their normal usage for the month when the leak was present for a total reduction (credit) of \$1,861.30 (August and September billings).

ACTION:

Render a decision on the request to reduce sewer charges 1233 Michigan Street for the billing months of August and September, 2018.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A
Due to the location of the leak, City sewer infrastructure did not collect or treat the excess usage; therefore, there is no financial impact.

ATTACHMENTS:

Letter from Mary Reed (customer), dated September 5, 2018
August 2018 Utility Bill
September 2018 Utility Bill

City of Sandpoint
1123 Lake Street
Sandpoint, Idaho 83864

September 5, 2018

To whom it may concern,

Mary Reed was notified by the water dept. there was a possible leak at 1233 Michigan St. Upon investigation a leak was found under the asphalt parking lot and repaired. The water from the leak was absorbed by the sandy soil prior to entering the building.

Mary would like to request an adjustment to the sewer charge if possible since the leak has been repaired and that percentage of the water did not enter the sewer system to be treated.

Enclosed please find copy of the repair bills –

1. Melex for locating the water leak on August 13, 2018
2. Case Plumbing for fixing the water leak on 8/29/18.
3. Water bills for 6/15/18 – 7/15/18 & 7/15/18 – 8/15/18.

Thank You

Mary Reed



CITY OF SANDPOINT

"Most Beautiful Small Town"

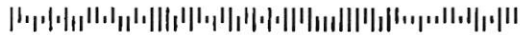
1123 Lake Street Sandpoint, ID 83864
Phone: 208-263-3561 Fax: 208-265-1489
Emergency after hours - 866-482-4804

Pay your bill online - www.sandpointidaho.gov

Pay your bill or obtain account balance
Information at 1-833-768-7263.

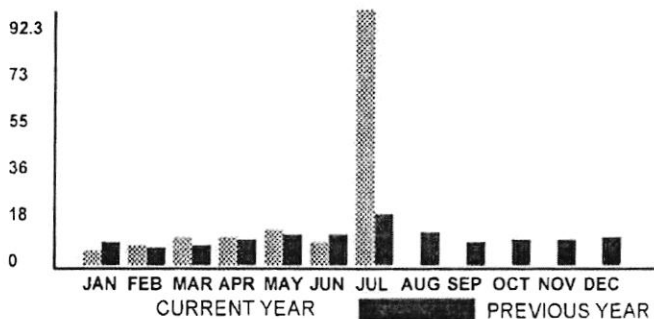
Emergency after hours - 866-482-4804

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BILL REED

YOUR MONTHLY USAGE (1,000 GAL INCREMENTS)



ACCOUNT INFORMATION

Account Number	0
Service Address	1233 MICHIGAN ST
Winter Water Average	
Service Period	06/15/2018 to 07/15/2018
Bill Date	08/01/2018
Due Date	08/25/2018

METER INFORMATION

Current Read	1845700
Previous Read	1753370
Usage (Gallons)	92330

ACCOUNT ACTIVITY

Previous Balance	199.36
Payments/Credits	- 199.36
Balance Forward	0.00

CURRENT CHARGES

Water	411.58
Sewer	857.53

AMOUNT DUE TOTAL DUE

1,269.11

Ok #13435

8-7-18

461366-56

North Idaho Crisis Services, Free Professional Help when you
need it, M-F 5pm-8am & Sat, Sun and Holidays 24 Hours
208-946-5595

CITY OF SANDPOINT

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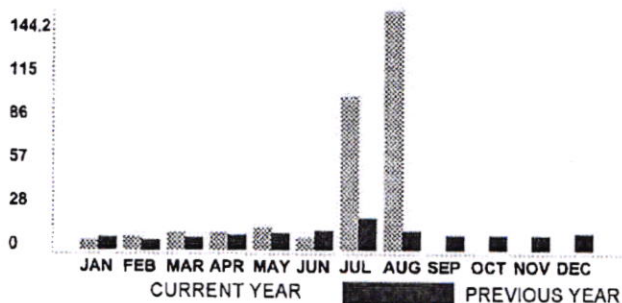
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BILL REED

YOUR MONTHLY USAGE (1,000 GAL INCREMENTS)



ACCOUNT INFORMATION

Account Number	(
Service Address	1233 MICHIGAN ST
Winter Water Average	
Service Period	07/15/2018 to 08/15/2018
Bill Date	09/01/2018
Due Date	09/25/2018

METER INFORMATION

Current Read	1989900
Previous Read	1845700
Usage (Gallons)	144200

ACCOUNT ACTIVITY

Previous Balance	1,269.11
Payments/Credits	- 1,269.11
Balance Forward	0.00

CURRENT CHARGES

Water	605.06
Sewer	1,327.48

AMOUNT DUE

TOTAL DUE	1,932.54
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North Idaho Crisis Services, Free Professional Help when you
need it, M-F 5pm-8am & Sat, Sun and Holidays 24 Hours
208-946-5595

PAYMENT COUPON - \$15.00 LATE FEE IF NOT PAID BY DUE DATE:



***PREVIOUS BALANCE DUE IMMEDIATELY**

Please return this portion along with your payment
and make checks payable to City of Sandpoint

ACCOUNT INFORMATION

Account Number	
Service Address	1233 MICHIGAN ST
Bill Date	09/01/2018
Due Date	09/25/2018

AMOUNT DUE

TOTAL DUE	1,932.54
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AMOUNT ENCLOSED \$ _____

Remit Payment To:

CITY OF SANDPOINT-UTILITY LOCKBOX
PO BOX 39
CALDWELL, ID 83606-0039

BILL REED

002200802000193254000000193254

00220080200000193254

110297-0003528